

11 Apr 47

apr 17, 1947

MEMORANDUM TO ASSISTANT DIRECTOR FOR OPERATIONS
ASSISTANT DIRECTOR FOR REPORTS AND ESTIMATES
ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS
ASSISTANT DIRECTOR FOR COLLECTION AND DISSEMINATION
CHIEF, ICAPS

Subject: Functions of the Documents Branch, Office of Operations

1. The first sentence of paragraph 3a, CIG memorandum dated 31 December, 1946, subject: Control and Functions of the Washington Document Center, is amended to read as follows:

"To receive foreign documents (including current foreign periodicals other than the daily press) for cataloging, summarizing, and translation."

2. The Documents Branch, Office of Operations, is authorized to expand its operations within its functional responsibilities and current personnel authorizations to include the abstracting of current foreign periodicals, exclusive of the daily press, to the extent only that such activities will not curtail its current or future requirements for processing documents other than foreign periodicals.

3. In determining the extent to which the additional function may be performed, consideration will be given to the increased requirements through the currently planned addition of responsibilities for the [redacted] Documents Section and the Special Documents Section now operated by the War Department. 25X1A6a

4. Office of Operations will arrange for close coordination with the Offices of Collection and Dissemination and Reports and Estimates in connection with the acquisition of and requirements for abstracting from foreign periodicals.

5. Initially the abstracting of foreign periodicals will be restricted to those pertaining to the [redacted] and Far Eastern countries. Expansion of this activity to include other areas will be recommended to ICAPS when considered appropriate by the Assistant Director for Operations. 25X1A6a

6. No funds shall be requested for the acquisition of foreign periodicals until all other possible sources, including the Library of Congress, shall have been exhausted.

Document No. 19

NO CHANGE IN CLASS. 22

RECEIVED

CLASS. 1947

1947

cc: Exec for P&A

APPROVED

DATE: 14 MAY 1947

Office of Operations

Concur

Exec Registry
Central Records-2
ICAPS
Chrono
LTS-2

Deputy Asst. Director for Ops

25X1A9a

11/4/47